

MICHIGAN COMMUNITY COLLEGE DATA AND EVALUATION COMMITTEE (MCCDEC) BY-LAWS

Preamble

The Michigan Community College Data and Evaluation Committee (MCCDEC) is committed to providing informed and forward thinking expertise on the collection, interpretation, and evaluation of data in terms of value, implications and information content of the data, for community colleges and community college stakeholders.

Mission

Provide a broad based forum of expertise concerning data systems and data evaluation to improve the quality of Michigan's community colleges.

We accomplish this by:

- providing informed, forward thinking recommendations on the collection, interpretation, and evaluation of data;
- helping community colleges enhance their performance through improved decision making by providing data collection, interpretation, and evaluation systems, decision impelling information, implementation, assessment and feedback, defining the standards our various constituents use for assessment and making decisions.

Article 1: PURPOSE

Section 1: Statement of Purpose

The Michigan Community College Data and Evaluation Committee (MCCDEC) is a cross-functional advisory committee charged with interpreting relevant legislation and providing policy technical assistance to Michigan community colleges in data collection, analysis, reporting, and program evaluation procedures. Input from the committee is essential to assure that the needs of community colleges and appropriate state and federal agencies are met. MCCDEC operates as a cross-functional, administrative advisory committee to support the work of the Community College Services Unit of the Michigan Department of Energy, Labor & Economic Growth.

Section 2: Statement of Resources

Financial support is provided to the committee by the Michigan Department of Energy, Labor & Economic Growth through a technical assistance grant to a community college made possible by the Carl D. Perkins Career and Technical Education Act, as amended, 2006, for committee operations, supportive materials and services and special projects.

Section 3: Statement of Principles

The committee has operated under the following principles as essential to the development of its activities:

Local Focus:

- *local initiation of the processes*
- *local administration of the activities*

- *quantitative and qualitative data gathering and study*
- *individual program orientation*
- *outcomes available as a tool to produce a management plan for action*

State Focus:

- *quantitative data aggregated for reporting purposes at the state level*
- *coordination of data gathering to avoid duplication*
- *provision for a continuing committee at the policy level made up of users of the activities' products*
- *committee operations funded through a local community college acting as fiscal agent*

Article 2: RESPONSIBILITIES OF THE COMMITTEE

Section 1: Scope of Responsibilities

The Committee is responsible for assisting Michigan community colleges as well as the Michigan Department of Energy, Labor & Economic Growth, to interpret and implement federal and state legislation and directives. Such activities have included:

- the recommendation and approval of Guidelines relating to the Carl D. Perkins Legislation, specifically but not limited to, the Perkins Core Indicators
- the revision of Data Collection Instruments, Guidelines, and Methodologies in regard to the Community College Data Collection System (including the Activity Classification structure)
- the updating and maintenance of the web-based data collection system as well as the public portion of the MCCNET web-site
- the clarification and definition of terms in order to achieve consistency across the State with regard to Perkins Core Indicators, Special Populations and other federal programs
- the review and recommendation of revisions to the State Assessment Collection Instrument
- providing input on how to use the Outcomes from State Assessment
- the review and finalization of guidelines for Local Evaluation Efforts (PROE)
- the sponsoring of State Wide workshops on Student Unit Tracking Systems in order to better meet the data reporting and evaluation requirements under Perkins
- the developmental of a Reports Taxonomy

Section 2: Indicators of Meeting Responsibilities

Thus, members may annually expect to work with state staff to:

- determine and prioritize the goals and objectives of MCCDEC for the operating fiscal year
- determine and prioritize specific activities to be undertaken in order to achieve those goals
- approve the committee's budget
- participate in sub-committee activity between quarterly meetings
- recommend and approve grants for committee projects (when necessary and appropriate)
- provide input and render recommendations concerning changes in policies and procedures as dictated by State and Federal legislation
- recommend model program criteria

- finalize and recommend general guidelines to meet state and federal reporting requirements and directives
- update and refine definitions of terms as well as the methods of data collection for state and federal reporting requirements.
- continuously review existing activities needs and appropriateness

Article 3: COMMITTEE REPRESENTATION

Section 1: Committee Size and Distribution among Specialties

The committee shall consist of no more than 32 members drawn from the following general areas:

- Institutional Research (Student Outcomes Assessment, Institutional Effectiveness, Planning, etc.)
- Data Information Systems (Computer Services, Information Technology, etc.)
- Student Services (Placement Services, Registrar, Enrollment Management, Counseling and Career Guidance, etc.)
- Business Services (Development, Human Resources, etc.)
- Special Populations (Including Single Parent/Sex Equity)
- Chief Instructional Officer
- Instructional Administration - Occupational Education
- Instructional Administration - Liberal Arts
- Faculty - Occupational Education
- Faculty - Liberal Arts
- Corporate/Community Services (Workforce Development, etc.)

To the extent possible, a minimum of one (1) member shall be drawn from each of the areas.

Section 2: Demographic Diversity

To the extent possible, the committee membership shall reflect a balance in its racial and gender make-up. Toward this end, minorities and women will be encouraged to participate.

Section 3: Recognition of Membership

Official members are those individuals recognized by the Michigan Department of **Energy, Labor & Economic Growth** as having been appointed to the committee and published on a membership list. It will be revised and updated as necessary.

Section 4: Ex-Officio Members

Employees of the Michigan Department of Energy, Labor & Economic Growth are Ex-Officio members.

The Michigan Community College Association (MCCA) is invited to appoint an Ex-Officio member from its staff.

The Fiscal Agent is invited to appoint an Ex-Officio member.

Article 4: TERM LIMITATIONS AND APPOINTMENTS

Section 1: Determining Membership

The committee's membership will be reviewed annually.

Those community colleges that have not been represented on the committee during the prior four (4) years will be given priority when appointing members.

The committee may recommend possible members to the Michigan Department of **Energy**, Labor & Economic Growth, however, the Department shall have final appointment authority.

Section 2: Term of Membership

Each member shall be appointed for a term of two (2) years not to exceed a total of eight (8) consecutive years. Members cannot succeed themselves but can be reappointed following a one (1) year absence.

Appointments will occur each year with final approval rendered by the Michigan Department of **Energy**, Labor & Economic Growth.

Upon the expiration of a member's term or resignation, the committee's demographics will be reviewed.

Upon a committee member's resignation, a new member will be appointed to complete the former members term of service.

Article 5: ATTENDANCE

Section 1: Members

All members are expected to fully participate in at least three (3) of the four (4) quarterly meetings each year. Failure to fully participate without providing a reasonable explanation may be grounds for removal from the committee.

Should a member not be able to attend, he/she shall give notification either via telephone or in writing to the chairperson or to the staff of the Michigan Department of Energy, Labor & Economic Growth prior to the meeting.

Section 2: Guests

Guests may attend with prior notification to the committee Chairperson or staff of the Michigan Department of Energy, Labor & Economic Growth in order to assure proper meeting accommodations.

Guests are welcome to fully partake in the dialogue.

Article 6: FISCAL YEAR

The committee's fiscal year shall be July 1 - June 30.

Terms of office shall run concurrent with the fiscal year of the committee, July 1 - June 30.

Article 7: FISCAL AGENT

The committee may recommend to the Michigan Department of Energy, Labor & Economic Growth the fiscal agent for approval at the time of election of officers.

The Fiscal Agent will be responsible for making sure that all expenses incurred by the committee and its membership are processed.

Within 60 days after the fiscal year, the Fiscal Agent will submit a final report of all activities and related expenditures to the Michigan Department of Energy, Labor & Economic Growth.

A maximum of an 8% Indirect Cost fee may be charged by the fiscal agency for conducting the financial business of the committee.

Article 8: FREQUENCY OF MEETINGS

The Committee shall meet at least quarterly (June, September, January, and March) unless altered by the committee, itself. At the June meeting the meeting dates will be established for the next fiscal year.

Article 9: QUORUM AND VOTING

At least 51% of the membership constitutes a quorum. An absent member may ask an attending member and/or designee to relate his/her comments to the committee, but the designee cannot vote.

At least 51% of the membership must be present in order to approve actions and recommendations.

A majority vote of the quorum carries the motion.

Only officially recognized members of the committee may vote.

Ex-Officio members may enter comments but cannot vote.

Guests may not vote.

An attending member may not enter a vote for a non-attending member.

Voting shall be by the raising and counting of hands unless the committee decides it necessary to impose a secret ballot.

Article 10: CHAIRPERSON AND VICE CHAIRPERSON

Section 1: Term Limitations and Appointments

A Chairperson and Vice Chairperson will be appointed by the Michigan Department of Energy, Labor & Economic Growth based upon the recommendation of the MCCDEC membership.

Recommendations for the Chairperson and Vice Chairperson will be solicited from the committee, itself, for both Committee Chairperson and Vice Chairperson or may come from other groups (e.g. MODAC) but must be brought before the committee for consideration.

The term of service for the Chairperson and Vice Chairperson shall be for two years with the possibility of reappointment only once for a total of four (4) years.

Appointment will occur during each year or when a vacancy occurs.

Section 2: Qualifications and Duties

The Chairperson shall possess a strong understanding of data usage and evaluation in order to maintain the focus, intent, and purpose of the committee.

The Chairperson shall conduct the meeting according to Robert's Rules of Order.

The Chairperson shall act as the liaison between the Committee, Fiscal Agent, and other interested organizations.

He/she will ensure that all expenses incurred by the Committee and its members are processed by the Fiscal Agent.

The Vice Chairperson will be responsible verifying the accuracy of the meeting minutes. A note taker may be hired by MCCDEC as needed.

In the event that the Chairperson becomes unavailable or is unable to continue his/her responsibilities the Vice Chairperson will assume such responsibilities until either the Chairperson resumes his/her role or a replacement is appointed.

Article 11: NON-DISCRIMINATION POLICY

It is the policy of the committee that no persons on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, political affiliation or belief **or sexual/gender orientation** shall be discriminated against, excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination in any activity for which the committee is responsible or for which it received federal financial assistance from the Michigan Department of **Energy**, Labor & Economic Growth.

Article 12: UPDATES/CHANGES TO BY-LAWS

Changes to these by-laws may be initiated by either the Michigan Community College Data and Evaluation Committee or the Michigan Department of Energy, Labor & Economic Growth. Changes to these by-laws require a 2/3 majority vote with absentee ballots being acceptable.

Revised March 25, 2009, January 21, 09, June 30 ,2003

